



SAC

SPACE
ALLOCATION
COMMITTEE

SPACE ALLOCATION REQUEST PROCEDURES OVERVIEW

Department completes Space Request Form

- Confirm request meets at least one criteria

Department submits request to Space Allocation Committee (SAC)

SAC reviews request, confirms request meets at least one criteria, and gathers additional information as necessary

Department presents request to the SAC

SAC discusses request and renders a decision

If approved:

- Capital Planning, Facilities Management, or property manager
Works with department to plan and price project
 - SAC reviews final solution
 - Funding is identified for project
 - Project begins



START THE PROCESS:

Every request for additional space, alterations within existing space, reduction of space or relocation of a department or group begins with the using department initiating a Space Request by submitting the appropriate Space Request Form (office, storage, or other forms that may be developed by SAC) to the SAC Chair. If the request involves significant work, a Capital Project Request Form is also required. For help in determining whether a Capital Project Request is necessary, contact **Phil Boothby** (phil.boothby@cookcountyil.gov).

CRITERIA:

To be considered, Space Requests and Capital Project Requests must meet at least one of the following criteria:

- Correct code violation
- Correct a safety or security hazard
- Addresses over-crowding
- Reduces space use or addresses underutilization of space
- Enhance productivity or efficiency
- Relocates inactive records offsite

INITIAL EVALUATION:

Any necessary initial evaluation of the SR and the Business Case is performed by SAC member departments, as coordinated by the Chair. This may require additional information to be provided by the requester. SAC member departments are also available for assistance in preparing a request or Business Case.

PRESENTATION:

After initial evaluation, the SR will be scheduled for the initial presentation to SAC. Most requests will be presented to the SAC by the requester; this requirement may be waived for minor requests. This presentation will include description of the purpose for the request and explanation of the Business Case.

No decision is rendered at the time of the presentation.

PROCESSING:

After consideration, SAC will render a decision, which in the case of an SR involving a Capital Project Request, will be conditional.

If SAC issues an initial approval of the request, the full evaluation of the request will commence, which may involve site visits and interviews, and other additional information to be provided by the requester. For privately managed properties, the Property Manager will prepare the initial evaluation of the SR and solution.

Upon initial approval of any request that includes a Capital Project Request, SAC will also refer the SR to the Office of Capital Planning and Policy for processing of the Capital Project Request. The Office of Capital Planning and Policy will report back to SAC as to the final determination of the SR in the capital planning process.

Once a solution has been identified and priced, the SR will be presented to SAC for final decision, either at a meeting or through written communication if the SAC Chair believes the request is straightforward and does not require discussion.

SAC approves, denies or defers the request, and may approve with conditions or terms (for example, an allocation may be temporary, or require the using department to fulfill certain requirements).

A written memorandum of the action is prepared and must be accepted in writing by the requester prior to any expenditure of funds and prior to possession.



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COOK COUNTY SPACE REQUEST FORM

Date:

Space Use: *(Check all that apply)*

Submitted By:

Office

Storage *(Most Recent Certificate of Disposal must be attached)*

Title:

Public Access / Counter

Email:

Other /

Phone:

Purpose of Request: *(Please indicate which of the following goals this request will achieve)*

Bureau/Elected Office:

Corrects a code violation

Corrects a safety or security hazard

Department:

Addresses over-crowding

Addresses underutilization/wasteful use of space

Enhances productivity or efficiency

Relocate inactive records off-site

Addresses other Business Need

Current Location:

Type of Space Request:

Indicate preferred new location
/ space being vacated

Project Description:

Background:

Business Need:

Cost Benefit Analysis:

Proposed Funding Source:

Will furniture and equipment be relocated from existing space?

**Return to: Cook County Real Estate Management Division
69 W. Washington Street, Suite 3000, Chicago, IL 60602
Fax to: 312-603-9840 Email to: anna.ashcraft@cookcountyil.gov**

Required Attachments:

Storage Requests

For offsite storage requests, attach a copy of your most recent Certificate of Disposal approved by the State Local Records Commission.

All Other Requests

Complete and attach the Preliminary Programming Form.

- Provides list of the employees currently working at the affected location, by position, and the type of space requested for each employee (office, workstation, touchdown station).
- Refer to the Office Standards for guidance in assigning space to employees. Any variations from the Office Standards must be supported by referring to the Cook County Office Standard Modification Guidelines.



The Space Allocation Committee has considered this request and reached the following decision:

APPROVED

REJECTED

Terms and Conditions:

Signature: _____

Print Name:

Date:

Signature: _____

Print Name:

Date:

Signature: _____

Print Name:

Date:

Signature: _____

Print Name:

Date:

Signature: _____

Print Name:

Date:

Signature: _____

Print Name:

Date: